

HUMAN RESOURCES OFFICE

ATSUGI SATELLITE OFFICE

한국인 직원 모집 안내

Korean National Job Opportunities

ANNOUNCEMENT NUMBER: CFAC-23-04

TITLE-SERIES-GRADE: CASHIER, KGS-0530-03, PART-TIME (20 Hours/wk)

SALARY: Between 4,041 and 6,351 Won Per Hour

OPENING DATE: 10-13-2004

CLOSING DATE: 10-27-2004

DUTY LOCATION: Chinhae, Korea

ORGANIZATION: Morale, Welfare, and Recreation, Commander Fleet Activities
Chinhae, FPO AP 96269-1100

AREA OF CONSIDERATION: All current USFK KN employees (Korea-wide) and outside KN Applicants.

MAJOR DUTIES: Assume responsibility and accountability for funds, count funds at the commencement and conclusion of each shift, verify and issue change funds, accept deposits from cashiers, cash personal checks for eligible patrons, ensuring all information is eligible and that the check is completed correctly, provide change and reconvert change for gaming device operation, issue facility keys to authorized personnel. Performs other duties as assigned.

QUALIFICATION REQUIREMENTS:

a. EXPERIENCE

Six months of general experience.

GENERAL EXPERIENCE: Progressively responsible experience which indicates the ability to acquire the knowledge, skills and abilities (KSAs) needed to perform the duties of the position to be filled.

b. ENGLISH LANGUAGE COMPETENCY: 1. The American Language Course Placement Test (ALCPT) score of 60, or Management Panel is required. 2. The passing score of former English Language Proficiency Test ("B" series) may be substituted for ALCPT requirement. 3. The TOEFL score of 450 (or 133 on the computer based test) or TOEIC score of 550 may be substituted for ALCPT requirement.

Applicants must indicate the TOEFL/TOEIC score on the application or score must be illustrated somewhere within the resume. TOEFL and TOEIC scores are valid for two years from the exam date.

KNOWLEDGE REQUIRED FOR THIS POSITION:

1. Knowledge of general (basic) cash handling procedures.
2. Ability to operate office machines such as a coin counter, calculator, and copy machines.
3. Ability to work irregular schedule daily, between the hours of 1030-2400 Sunday-Thursday and 1030-0200 Friday & Saturday, and holidays.
4. Skill in math (i.e., addition, subtraction, multiplication, division)
5. Previous experience preferred, but not specifically required.

SUBSTITUTION OF EDUCATION FOR EXPERIENCE: Successfully completed education above the high school level in a ROKG authorized or recognized college or university in any field may be substituted for general experience at the rate of 1 academic year of education for 9 months of general experience. A master's degree in an appropriate field is fully qualifying for directly related KGS-09 positions provided testing and any licensing requirements are met.

EMPLOYMENT CONSIDERATION PREFERENCE: Preference for employment consideration will be given in the following order:

1. All current USFK KN employee
2. Former USFK KN employees on the Area Reemployment Priority List (ARPL)
3. Outside Korean National applicants.

HOW TO APPLY: Applicants must submit an application for employment (USFK Form 130EK) along with copies of supporting documentation (Certificates for experience and education, required licenses, etc). Non-USFK employees and current USFK KN employees must submit a copy of employment certificate issued within the last 6 months. It is imperative that each item of the application be accurately and completely filled in and properly signed and dated. Applications should be submitted via mail to: [COMMANDING OFFICER, COMFLEACT CHINHAE, ATTN: HUMAN RESOURCES, PSC 479, FPO AP 96269-2100.](#) *Applications that are not completed, incorrect, faxed, received after closing date, or submitted without legible supporting documents will not be processed. Any documentation submitted in Hongul must be translated and translation submitted. If the documentation is not submitted it will returned to sender and applicant will not receive consideration for this announcement.*

EMPLOYMENT POLICY: It is the policy of USFK to employ based on qualifications and merit. No employee may request, offer or accept gratuity in exchange for employment or promotion within USFK, Nor may interface with applicants exercising their right to apply for consideration. Any employee guilty of practices is subject to removal from USFK employment. Anyone aware of acts contrary to this policy is urged to contact immediately the Servicing Specialist, HRO Atsugi Satellite Office at 011-81-6160-64-3689.

ADDITIONAL INFORMATION: For more information on Korean National employment program, please contact the Human Resources Korea Support Office at DSN: 762-5252/5253 or via email at cm yi@cfac.cnfk.navy.mil. If unable to reach a HRO representative please contact the Human Resources Satellite Office, Atsugi at 011-81-6160-64-3689/DSN 264-3689 or via email at TCWilliams@atsugi.navy.mil.